



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Sue Edwards, Assistant City Manager *SE*

**DATE:** July 24, 2014

**SUBJECT:** Off-Site City Council Meetings, Budget Work Sessions, and Budget Hearings

As you are aware, Phase One of the renovations to City Hall are well underway converting what was previously the Auditor's Office into the new Council Offices. Phase Two, the renovation of the City Council Chamber, Executive Session room and "back of house" area will require closure of the space possibly through the end of October 2014.

- Regularly scheduled City Council meetings will be held at the Travis County Commissioners Court (TCCC) located at 700 Lavaca Street beginning August 7, 2014.
- The regular scheduled City Council Work Sessions will be at City Hall in the Board and Commission Room.
- Several of the Budget Work Sessions and Budget Hearings will be held at Town Lake Center (TLC) located at 721 Barton Springs Road in the Assembly Room beginning September 2, 2014.

The purpose of this memo is to provide you with the logistical details of the meetings at TCCC and TLC.

The following City Council meetings are scheduled to be held at the TCCC:

- Thursday, August 7th
- Thursday, August 28<sup>th</sup> (will also include a Budget Hearing)
- Thursday, September 25th
- Thursday, October 2nd \*
- Thursday, October 16th \*

\*Provided construction is completed, the meetings scheduled for October 2<sup>nd</sup> and October 16<sup>th</sup> will be held in the new City Council Chambers.

The following Budget Work Sessions and Budget Hearings are scheduled to begin at 9:30 a.m. at TLC on the following dates:

- Thursday, July 31<sup>st</sup>
- Wednesday, August 13<sup>th</sup>
- Wednesday, September 3<sup>rd</sup>
- Monday, September 8<sup>th</sup>
- Tuesday, September 9<sup>th</sup>
- Wednesday, September 10<sup>th</sup>

Due to availability issues with the TCCC facility and a delay in the Travis County Tax Roll certification, at the July 31<sup>st</sup> Council Work Session, Council will be posted to consider an action item cancelling the currently scheduled August 21<sup>st</sup> Council meeting.

### **TRAVIS COUNTY COMMISSIONERS COURT (TCCC) LOGISTICS**

The following are logistics which I hope will help you become familiar with the Travis County building prior to the first Council meeting:

#### **Parking**

- Reserved parking will be provided for City Council members, the City Manager, Assistant City Managers, the City Attorney and the City Clerk in the TCCC parking garage located at 700 Lavaca Street. The ENTRANCE to the garage is located on Guadalupe Street; the EXIT is located on Lavaca Street. After entering, proceed to level 3. Reserved spaces are located on the northeast quadrant of the third level of the garage.
- City staff security will be located at the entrance to the TCCC parking garage to direct personnel to the designated parking area.
- City staff security will be on-site from approximately 8:00 a.m. until the end of each Council meeting to ensure reserved parking spaces are kept available.

#### **City Shuttle Transportation/City Council Aides and City Staff /Schedule**

- The Lavaca Street cut-in at City Hall will be the main pick-up and drop-off site for the shuttle during off-site Council Meetings at the TCCC.
- Assigned for use are three (3) fifteen passenger vans and one (1) eighteen passenger bus with ADA service.
- The TCCC drop-off site is on Lavaca Street at the front entrance to the building.
- The bus will loop continuously between City Hall and the TCCC
  - 9:00 a.m. – 12:00 p.m. (3 vans 1 bus)
  - 12:00 a.m. – 5:00 p.m. (2 vans 1 bus)
  - 5:00 p.m. – until close (1 bus 1 van)
- Passengers are required to show City identification to board.

If there any questions regarding shuttle service please contact Jennifer Walls, Fleet Services at office (512)974-1795 or cell (512)470-2641.

### **Media Parking**

- Reserved parking will be provided in front of the TCCC building to accommodate three (3) media vans and Fleet Service vans.

If there are any questions regarding Media parking please contact Chris Florance, CPIO at cell (512) 784-1245.

### **Speaker Sign -In**

- Two speaker sign-in laptops will be available in the lobby of the TCCC building for public use.
- A TV monitor in the TCCC lobby will broadcast live City Council meetings.

### **Security Screening**

The Screening process will be used to screen non-City of Austin employees at the entrance to the TCCC Chamber.

- A portable walk through metal detector system and hand wands will be used for security screening.
- Security will monitor and track the count for occupancy capacity (165) for inside the TCCC Chamber and will have presence inside the Chamber to assist Mayor and Council Members if required for disruptive guests.

### **TCCC Chambers/Dais**

- Equipment Provided by CTM
  - Each laptop on the dais will have wired City of Austin connectivity.
  - Because of a different setup at the County, each seat on the dais will have a laptop computer and a separate monitor which broadcasts the live meeting coverage.
- Public Seating/Press/PIO and Council Aides
  - Tables at the back of the Chamber are provided for the media, PIO, City Staff and Council Aides.
  - Travis County public wireless will be available for general use in the Chambers.

If any issues with laptops/connectivity etc. occur during the City Council meetings, CTM will be on site to assist. The following staff members will be at the TCCC:

- Paul Rinn, CTM, office (512) 974-7789/cell (512) 971-3510
- John Regalado, CTM, office (512) 974-1480/cell (512) 587-5646

### **Executive Session Room**

- The Executive Session room can be accessed through a door located to the right of the dais (when sitting on the dais).
- Technology is wired to the City of Austin network for security.
- A monitor will display a live broadcast of the meeting.

### **Ancillary Council Aide and Staff Space/Kitchen**

- Multi-purpose Room A – City Council Aide Bull Pen
- Multi-purpose Room B – City Staff Bull Pen
- Multi-purpose Room C – Kitchen Area

### **Multi-Purpose Room A and B Equipment**

- One black/white printer on the City of Austin network will be available for use – Room A only.
- A projector will display live broadcasts of meetings – Rooms A and B.
- One black/white multi-function (copier/scanner/printer) for wireless/USB printing and light copying will be available for use (not on the City of Austin network) – Room B only.

### **Multi-Purpose Room C (Kitchen)**

- One laptop will be provided (not on the City of Austin network).
- A projector will display live broadcast of meetings.

### **ACM Holding Room**

- A monitor will be provided to broadcast live City Council meetings.
- Lunch will be available in the holding room.

### **Kitchen Set-up**

#### Lunch

- Lunch will be provided to Mayor and Council Members and City staff.

#### Dinner

- Pizza and salad will be provided for dinner.

#### Miscellaneous

- The Executive Session room and each Staff Bullpen will be provided water, snack baskets and fruit baskets.
- The TCCC building has two (2) restaurants that are open to the public for everyone's convenience:

<u>Name</u>	<u>Hours of Operation</u>
Luby's	11:00 a.m. – 2 p.m.
Murphy's Deli	7:30 a.m. – 3:00 p.m.

If there are any questions regarding beverages, snacks, etc. please contact Kay Guedea, City Manager's Office, at cell (512) 633-6330 - (Kay will be on-site).

### **TOWN LAKE CENTER (TLC) LOGISTICS**

The following are logistics to help you become familiar with the layout at Town Lake Center:

#### **Facilities**

- Assembly Room: The set-up for Budget Work Sessions and Budget Hearings will mirror the City Council Work Sessions held in the Board and Commission Room.
- TLC Room 100: CMO/Staff Bull Pen
- TLC Room 126: City Council Aides
- TLC Room 505: Executive Session Room

### **Parking**

- Reserved parking will be provided for City Council members, the City Manager, Assistant City Managers, the City Attorney, the City Clerk, and the Budget Officer in the TLC parking garage.
- City staff and public parking will be available free of charge at the Palmer Event Center parking garage.
- City staff security will be on site from approximately 8:00 a.m. until the end of the Council meeting.

### **Media**

- Two reserved parking spaces will be provided on the East side of TLC near the generators. Signage will be provided.

### **Speaker Sign-In**

- Two speaker sign-in laptops will be available at the lobby entrance of TLC.
- A TV monitor will be in the lobby entrance to the Assembly Room.

### **Kitchen Set-up**

- For all day Budget Work Sessions Council will be provided box lunches in the Executive Session Room (TLC Room 505).
- Council Aide and Staff lunches will be provided in TLC Room 100.

Attached for your information are layouts of the referenced facilities and parking areas. Also attached is a flyer developed to inform the public of meetings logistics, available parking, and bus routes. The City Clerk's Office will validate parking for Council participants that park in the City Hall parking garage. City staff will be coordinating a walk-through of both facilities with each of your offices to familiarize you with the layout prior to the first off-site City Council meeting.

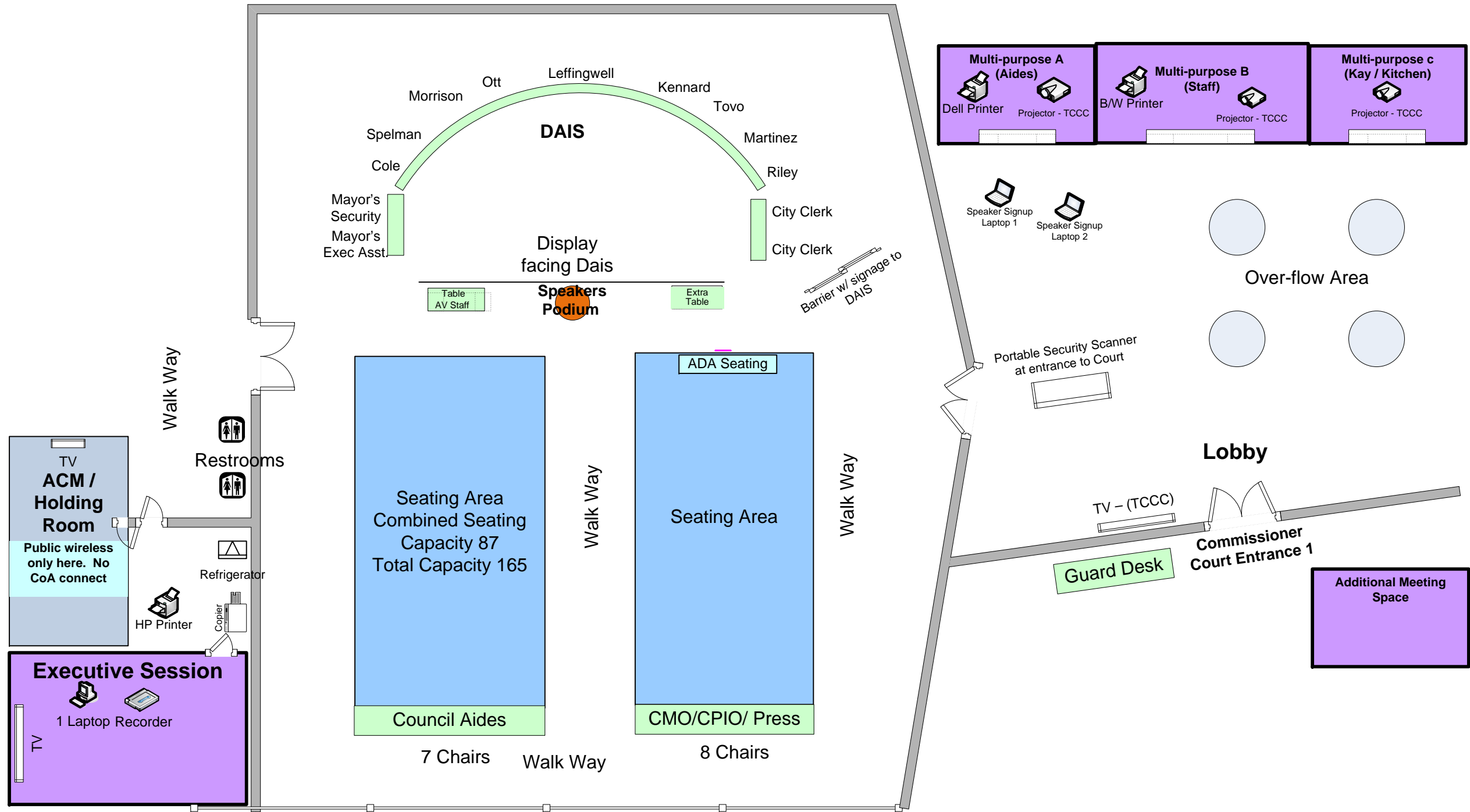
Please feel free to contact me at (512) 974-7820 with any questions or concerns.

xc: Marc A. Ott, City Manager  
Michael McDonald, Deputy City Manager  
Rey Arellano, Assistant City Manager  
Robert Goode, Assistant City Manager  
Bert Lumbreras, Assistant City Manager  
Anthony Snipes, Assistant City Manager  
Karen Kennard, City Attorney  
Jannette Goodall, City Clerk  
Department Directors

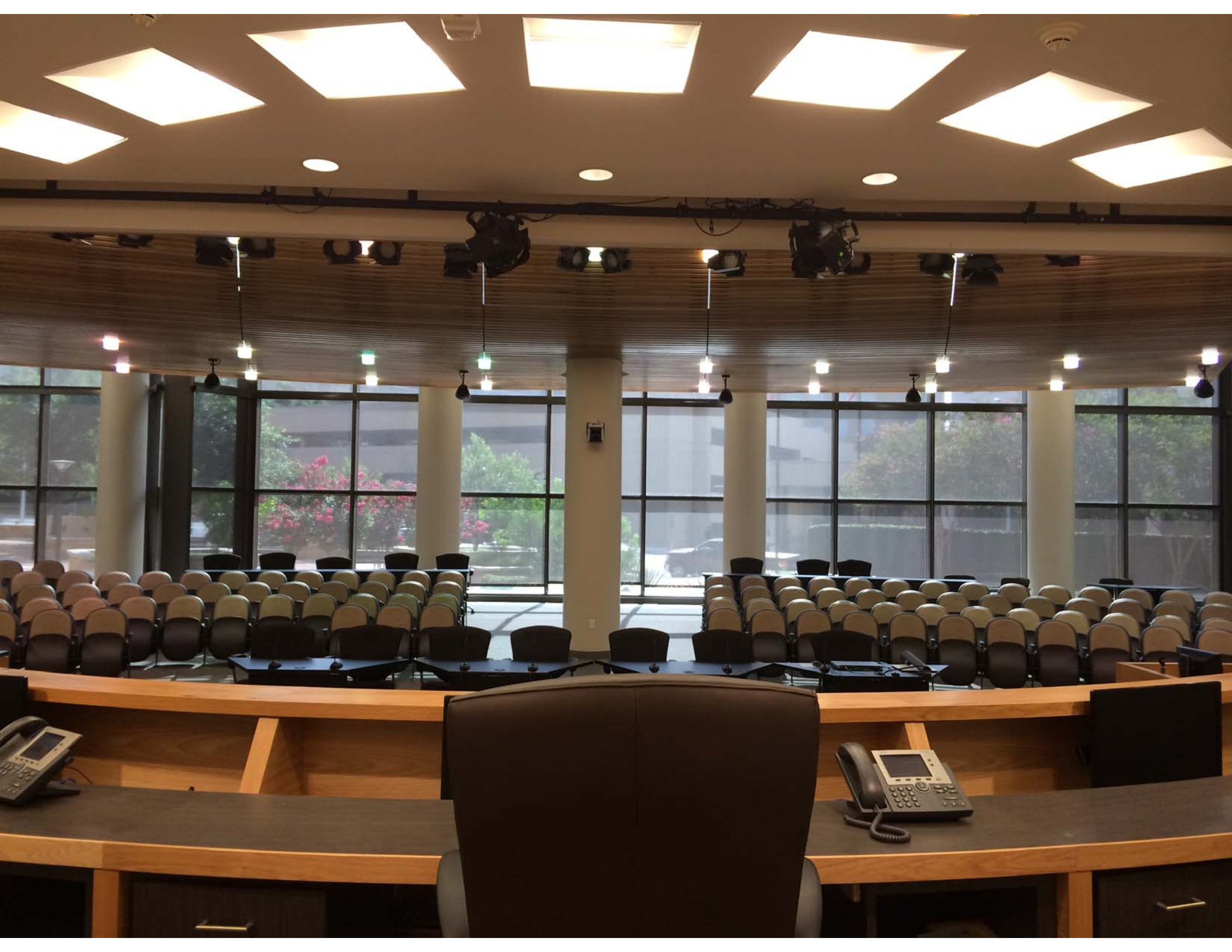
### **Attachments**

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • TCCC Layout                        | • Parking (Public/ Media/ Shuttle) |
| • TCCC Photos                        | • TLC Layout                       |
| • TCCC Parking Garage Access         | • Public Information Flyer         |
| • TCCC Parking Layout (Council/ CMO) |                                    |

Travis County  
Commissioners Court

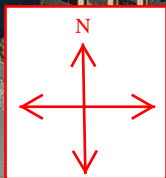






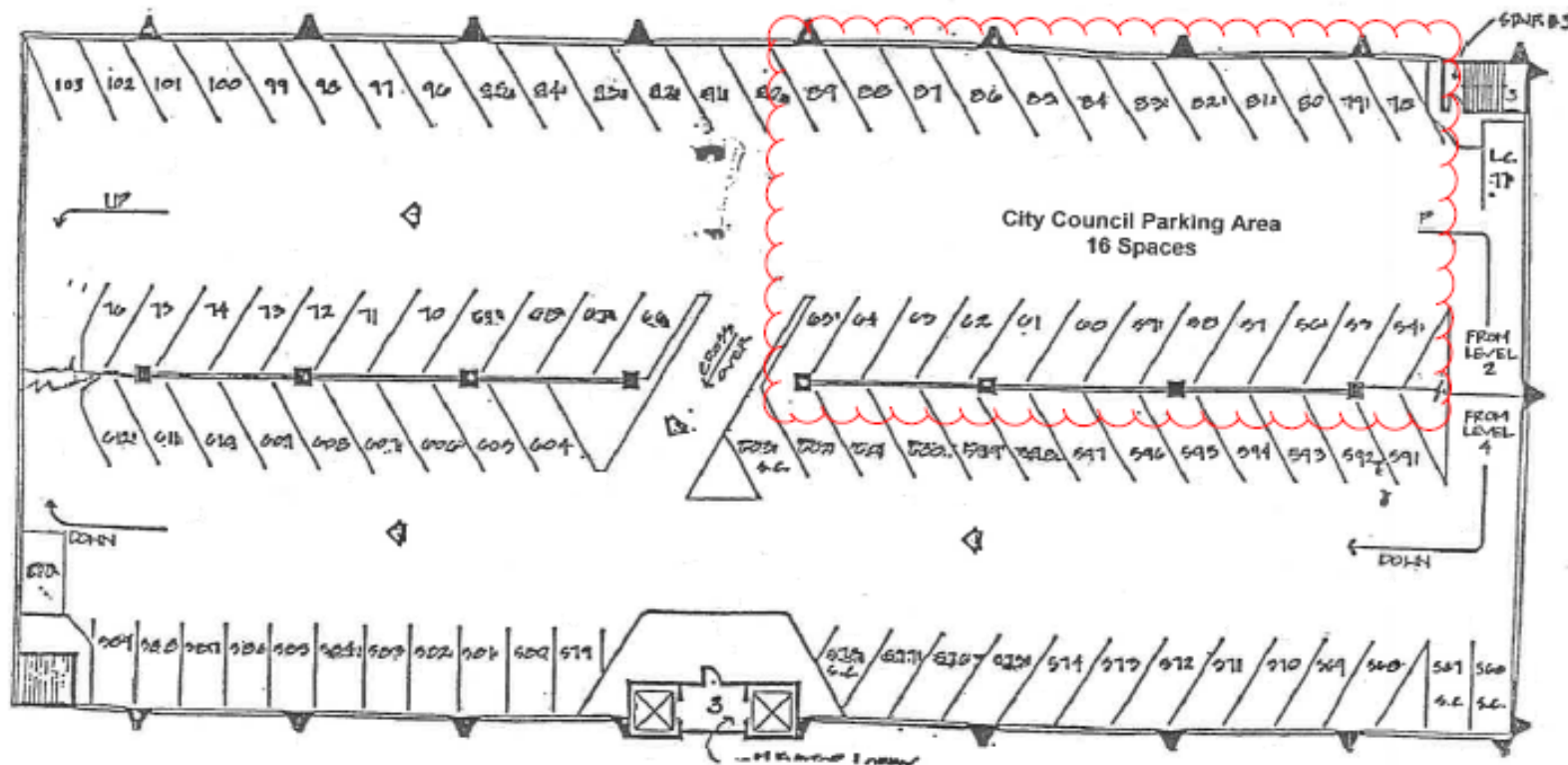
Entrance to Travis County  
Parking Garage is on  
Guadalupe St.

Parking Garage Exit off  
Lavaca St.





700 Lavaca  
Garage Level – Northeast Section  
THIRD LEVEL



Elevator to Travis County Commissioners Court

council\_parking.mxd



RESERVED MEDIA PARKING

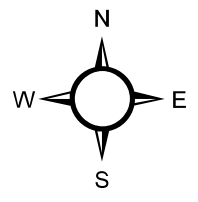
RESERVED PASSENGER VAN PARKING

GARAGE PARKING

SURFACE LOT PARKING

# PARKING

CITY OF AUSTIN TRANSPORTATION DEPARTMENT

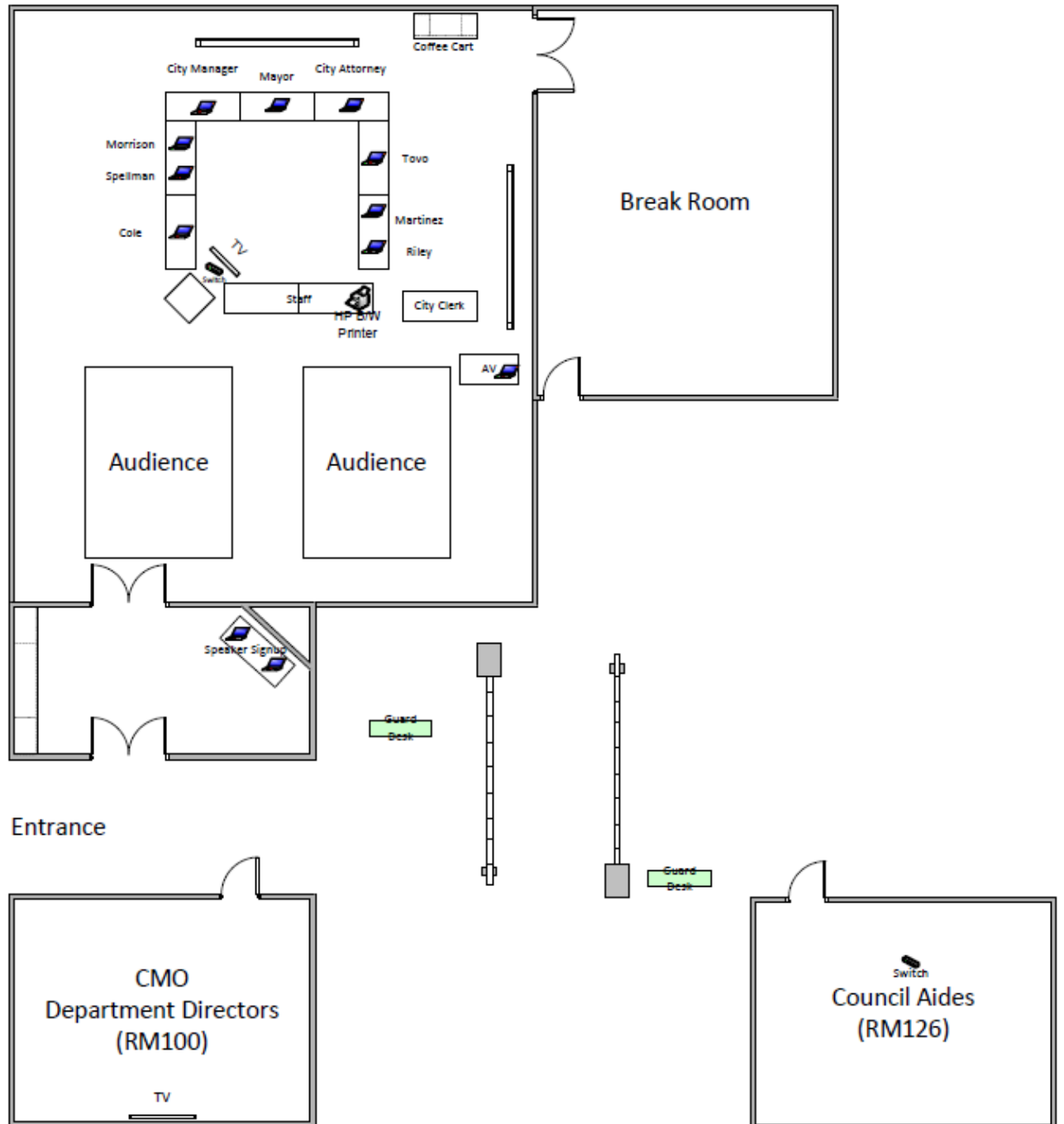


PRINTED 06/2014

This map has been produced by the City of Austin Transportation Department for the sole purpose of facilitating transportation planning. It should not be referred to as an official source of land use or zoning, and is not warranted for any other use. No warranty is made regarding its accuracy or completeness.

# Town Lake Center

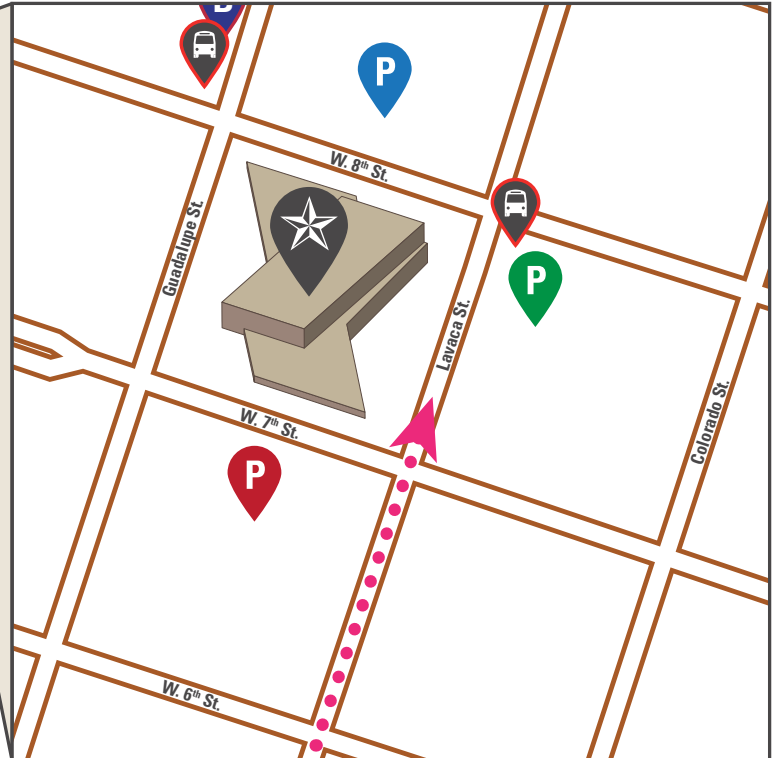
## Offsite Council Diagram



AE Provided  
Copier



# CITY COUNCIL TEMPORARY MEETING LOCATIONS DUE TO 10-ONE COUNCIL CHAMBERS RENOVATIONS



● ● ● Route from City Hall



**Surface Parking Lot**



**City Hall-301 W. 2nd St.  
Garage Pricing**

30 min - free  
1 hour - \$4 (ea. additional 30 min- \$2)  
Daily Max - \$13  
Evening - \$8  
Free Parking with validation  
on Council meeting days.



**Temporary Council Location  
Address: 700 Lavaca St.**



**Austin B-cycle Bikeshare**



**MetroRapid Stop**



**700 Lavaca Parking Garage**

Each 20 Min \$1.50  
Daily Max \$18  
Evening (In After 8 p.m.) \$5  
Sat-Sun \$5



**Brown Building-710 Colorado St.**

Each 30 Min \$2.50  
Daily Max \$15 (only charge cards, no cash)  
\*Must move car by 7 p.m. when garage locks.



**300 West 6th Parking**

Each 20 Min \$3  
Daily Max \$18

In August 2014 the Austin City Council meetings will be moved to the Travis County Commissioners Court at 700 Lavaca St. The first meeting will take place Aug. 7.

The change in meeting locations is due to City Hall renovations to accommodate an expanded City Council to 11 members as a result of the November 2012 election in which Austin voters approved Proposition 3, commonly referred to as 10-ONE, a ballot measure that called for 10 geographic Council single-member districts plus the Mayor.

The new Council will be officially seated Jan. 6, 2015.

Council meetings are scheduled to resume in City Hall in October 2014.

The Boards and Commissions Room will be available throughout the majority of the project. The Boards and Commissions meetings that take place in Council Chambers or in Room 1029 (the Staff Bullpen) will be moved. Locations of the meetings are listed on the meeting agendas available on the Board and Commissions webpage at **[austintexas.gov/departments/boards-and-commissions](http://austintexas.gov/departments/boards-and-commissions)**

The August-September City Council meeting schedule at Travis County Commissioners Court:

- Thursday, Aug. 7
- Thursday, Aug. 28
- Thursday, Sept. 25
- Thursday, Oct. 2\*
- Thursday, Oct. 16\*

\*If construction is finished in Chambers, this meeting will be in City Hall Council Chambers.

The schedule of 2014 Austin City Council meetings during construction including work sessions and budget reading meetings:

<b>Date</b>	<b>Type of Meeting</b>	<b>Location</b>
Thurs., July 31	Budget Work Session	Town Lake Center
Tues., Aug. 5	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Aug. 7	Council Meeting	Travis County Commissioners Court
Wed., Aug. 13	Budget Work Session	Town Lake Center
Tues., Aug. 19	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Aug. 21	Budget & Tax Rate Hearing	Town Lake Center
Tues. Aug. 26	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Aug. 28	Council Meeting	Travis County Commissioners Court
Wed., Sept. 3	Budget Work Session	Town Lake Center
Mon., Sept. 8	Budget Readings	Town Lake Center
Tues., Sept. 9	Budget Readings	Town Lake Center
Wed., Sept. 10	Budget Readings	Town Lake Center
Tues., Sept. 23	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Sept. 25	Council Meeting	Travis County Commissioners Court
Tues., Sept. 30	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Oct. 2*	Council Meeting	Travis County Commissioners Court
Tues., Oct. 14	Council Work Session	City Hall, Boards and Commissions Room
Thurs., Oct. 16*	Council Meeting	Travis County Commissioners Court

\* If construction is finished in Chambers, these meetings will be in City Council Chambers.

Town Lake Center-721 Barton Springs Road, Austin, TX 78704  
Parking available at Palmer Events Center Garage across the street

Travis County Commissioners Court-700 Lavaca St., Austin, TX 78701  
Parking lots highlighted on the other side of this flier

City Hall Boards and Commissions Room-301 W. Second St., Austin, TX 78701  
Parking available at City Hall